

**City of Los Angeles
OFFICE OF THE CITY COUNCIL
REQUEST FOR SERVICES, SUPPLIES OR EQUIPMENT**

TO: ADMINISTRATIVE SERVICES DIVISION, CITY CLERK

FROM: COUNCILMEMBER NAME: Gilbert A. Cedillo

DATE: December 13, 2016

COUNCIL DISTRICT# 1

DELIVERY ADDRESS:

**Office of Councilmember Gil A. Cedillo
City Hall
200 N. Spring Street, Room 460
Los Angeles, CA 90012**

CONTACT PERSON/PHONE:

Moniquea Roberson

CITY STORES

VENDORS NAME/ADDRESS/PHONE

PRINT SHOP

VENDOR NAME: Office Depot-Reference Order Number: 88621397-001

CITY OF L.A. BTRC

Material Code/Number	Quantity		Description	Unit Cost	Estimate Cost
	Issue	Unit			
315515		3	Smead® Manila File Folders, Letter Size, 1/3 Cut, Pack Of 100		
810846		2	Office Depot® Brand File Folders, 1/3 Cut, Legal Size, 30% Recycled, Manila, Pack Of 100		
599786		2	Sparco Desktop Tape Dispenser - Holds Total 1 Tape(s) - 1" Core - Refillable – Black		
825190		1	Office Depot® Brand Binder Clips, Medium, 1 1/4" Wide, 5/8" Capacity, Black, Pack Of 144 (12 Boxes Of 12 Clips)		
825182		1	Office Depot® Brand Binder Clips, Small, 3/4" Wide, 3/8" Capacity, Black, Pack Of 144 (12 Boxes Of 12 Clips)		
6837499		2	Office Depot® Brand Heavy-Duty Binder Clips, Large, 2" Wide, 1" Capacity, , Black, Box Of 48		
504808		2	Home / Office Supplies / Post-It & Sticky Notes / Post-It & Sticky Notes / Product Details Post-it® Super Sticky Lined Notes, 4" X 6", Yellow, 90 Sheets Per Pad, Pack Of 5 Pads		
346411		3	Office Depot® Brand Metro Mesh Wire Step File, Black		
908210		1	Swingline® 545™ Antimicrobial Standard Desk Stapler, Black		

AUTHORIZED SIGNATURE: On File. Submitted 12/13/16.

To: Cynthia V. 12/13/16 m 1/3

Tech Depot
Store Locator
Account 89496460
Hi, SUZANA MURO
Logout



Order Detail

Order & Budget Information

Order Number: 886213972-001 Status: Held for Review
Order Date: 12/08/2016 Delivery Date/Time: N/A
Ordered By: 2134737001 Comments: Note Additional Contact:
Last Modified By: 2134737001 Moniquea Roberson
Last Modified On: 12/08/2016

Shipping Information

Shipping Address:
CITY OF LA - CD1
200 N SPRING ST STE 460
LOS ANGELES, CA90012-2597
USA

Billing Information

Billing Contact: Desktop
SUZANA MURO PO Number
(213)473-7001Ext.0000 WAITING FOR PO

Cost Center
2801

Payment Method:
Account Billing
Amount: \$139.01

Order Summary

Description	Your Price / Unit	Quantity	Back Ordered B/O	Shipped	Total	Reorder Price / Unit	<input type="checkbox"/>
 Item # 315515 Smead® Manila File Folders, Letter Size, 1/3 Cut, Pack Of 100 Diverse Supplier  Eco-conscious  Recycled content Comments:	\$7.32 / box	3	0	0	\$21.96	\$7.32 / box	
 Office Depot® Brand File Folders, 1/3 Cut, Legal Size, 30% Recycled, Manila, Pack Of Item # 810846100  Eco-conscious  Recycled content Comments:	\$9.45 / box	2	0	0	\$18.90	\$9.45 / box	
 Sparco Desktop Tape Dispenser - Holds Total 1 Tape(s) - 1" Core - Refillable - Black Item # 599786 Comments:	\$2.83 / each	2	0	0	\$5.26	\$2.63 / each	

2/3

Description	Your Price / Unit	Quantity	Back Ordered B/O	Shipped	Total	Reorder Price / Unit
 Office Depot® Brand Binder Clips, Medium, 1 1/4" Wide, 5/8" Capacity, Black, Pack Of 12 Item # 825190144 (12 Boxes Of 12 Clips)	\$6.69 / pack	1	0	0	\$6.69	\$6.69 / pack
Comments:						
 Office Depot® Brand Binder Clips, Small, 3/4" Wide, 3/8" Capacity, Black, Pack Of 144 Item # 825182(12 Boxes Of 12 Clips)	\$4.18 / pack	1	0	0	\$4.18	\$4.18 / pack
Comments:						
 OfficeMax Heavy-Duty Binder Clips, Large, 2" Wide, 1" Capacity, , Black, Box Of 48 Item # 6837499	\$18.59 / pack	2	0	0	\$37.18	\$18.59 / pack
Comments:						
 Post-It® Super Sticky Lined Notes, 4" X 6", Yellow, 90 Sheets Per Pad, Pack Of 5 Pads Item # 504808	\$5.68 / pack	2	0	0	\$11.36	\$5.68 / pack
Your Price Includes Instant Savings: \$0.89						
Comments:						
 Item # 346411 Office Depot® Brand Metro Mesh Wire Step File, Black	\$5.55 / each	3	0	0	\$16.65	\$5.55 / each
Comments:						
 Item # 908210 Swingline® 545™ Antimicrobial Standard Desk Stapler, Black	\$5.35 / each	1	0	0	\$5.35	\$5.35 / each

Comments:

Subtotal: \$127.53
 Delivery Fee: \$0.00
 Miscellaneous: \$0.00
 Taxes: \$11.48
 Total: \$139.01

Hi, [Suzana](#)

SM

[Logout](#)
 Account [89496460](#)
[See Proprietary Items](#)

Cart 0
Quick Order
Recent Searches
 We're here to help

